

DELAWARE TRANSIT CORPORATION

POSTING NO. 040-2019

POSITION VACANCY POSTING

DATE OF POSTING October 18, 2018

CLOSING DATE October 25, 2018

METHOD OF APPLICATION: Employment Application

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **October 25, 2018**

=====

POSITION #: 035 JOB CODE #:

POSITION TITLE Site Technician

PAY GRADE 9 PAY RATE PAY RANGE \$29,825 - \$37,281

LOCATION: New Castle County DEPARTMENT Facilities & Capital Projects
SECTION Facilities

=====

CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday – Friday

=====

SUMMARY OF POSITION:

The primary responsibility of the Site Technician is to maintain statewide passenger facilities of the Delaware Transit Corporation by performing or monitoring activities involved with installation and maintenance of bus stop locations. The incumbent will also support all other facilities-related activities, particularly those related to bus shelters, park and ride facilities, train stations, courier services, and building operations support. Responsibilities include installation; inspecting; cleaning; trash removal; snow removal; adjusting, repairing and/or replacing components; and ensuring the general upkeep and appearance related to passenger facilities. Additional services include, but are not limited to, assistance during service change or temporary service interruptions, such as, installation and removal of bus stop signs, temporary signs, notices, and schedules.

=====

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

MANDATORY REQUIREMENTS:

Selected candidate must possess a valid driver's license.

Preferred Qualifications:

Please address each Preferred Qualification separately. Failure to do so may result in a disqualification.

1. One year experience operating and using a variety of equipment, including power and hand tools.

Applicant must detail all experience in operating and using a variety of equipment.

2. One year of experience in facility maintenance or construction.

Applicant must detail all experience in facility or construction maintenance.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**

=====

EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: www.dartfirststate.com

Delaware Transit Corporation

Date Issued: October 27, 1999

Job Code: 146

Revised: April 17, 2000

Pay Grade: 9

Revised: October 20, 2004

Revised: October 28, 2016

Site Technician

Position Summary

The primary responsibility of the Site Technician is to maintain statewide passenger facilities of the Delaware Transit Corporation by performing or monitoring activities involved with installation and maintenance of bus stop locations. The incumbent will also support all other facilities-related activities, particularly those related to bus shelters, park and ride facilities, train stations, courier services, and building operations support. Responsibilities include installation; inspecting; cleaning; trash removal; snow removal; adjusting, repairing and/or replacing components; and ensuring the general upkeep and appearance related to passenger facilities. Additional services include, but are not limited to, assistance during service change or temporary service interruptions, such as, installation and removal of bus stop signs, temporary signs, notices, and schedules.

Typical Duties

The following is not a complete list of duties, and incumbents may be required to perform job duties similar to the kind listed below.

- Performs general maintenance and minor repairs
- Power washes bus shelters and surrounding areas
- Removes trash and debris from bus stops, shelters, and surrounding area
- Performs minor repairs and adjustments to passenger amenities such as shelters, benches, trash receptacles, and signage
- Evaluates and monitors the conditions of bus stops, signs, shelters, and pedestrian walkways along routes
- Assists with statewide courier services to include pick-up and delivery of confidential information
- Controls weeds through maintenance and removal of unsightly grass and weeds along bus routes
- Assists with general operational needs as directed
- Performs snow and ice removal
- Performs duties using a variety of general use hand and power tools and equipment
- Wears personal protective equipment and complies with safety regulations
- Interacts with a diverse customer base

Knowledge, Skills and Abilities

The following is representative of the knowledge, skills, and abilities and is not inclusive of every position under this job description.

- Knowledge of ADA requirements as they relate to transit passenger facilities
- Knowledge of basic gardening and grounds maintenance
- Knowledge of standard safety principles and procedures
- Skill in the use of power tools and hand tools to perform general maintenance and repairs
- Ability to inspect bus stops and facilities to ensure safety and compliance with all federal, state and local codes
- Ability to develop and maintain daily worksheets and inspection reports
- Ability to interact courteously and effectively with internal and external customers
- Ability to read construction drawings and take field measurements
- Ability to utilize computer programs to perform job duties
- Ability to use a ladder (up to 10' in height) in order to inspect and repair bus shelters, install signage, etc.
- Ability to safely operate a motor vehicle with additional equipment such as a trailer and snow plow
- Ability to interpret written instructions and warning labels
- Ability to lift 50 pounds on a regular basis
- Ability to work without close supervision

Mandatory Requirement

The selected candidate must possess a valid driver's license.

Preferred Qualifications

- One year of experience operating and using a variety of equipment, including power and hand tools
- One year of experience in facility maintenance or construction

Working Conditions

This position generally involves regular working hours and workdays, although scheduling problems or emergency situations may require extraordinary hours of work. Work may be conducted at a variety of locations throughout the State. While some of the work may be scheduled indoors, the majority of the work is performed outdoors. This position requires the incumbent to work in difficult situations and uncomfortable weather conditions. Conflicts, projects and/or emergency situations do call for extraordinary hours of work.

	FLSA
	Exempt
X	Non-Exempt